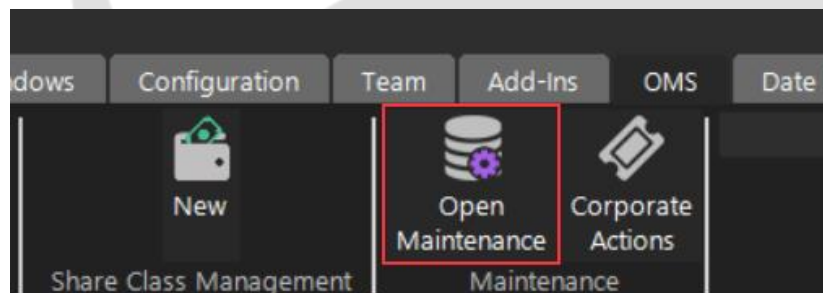


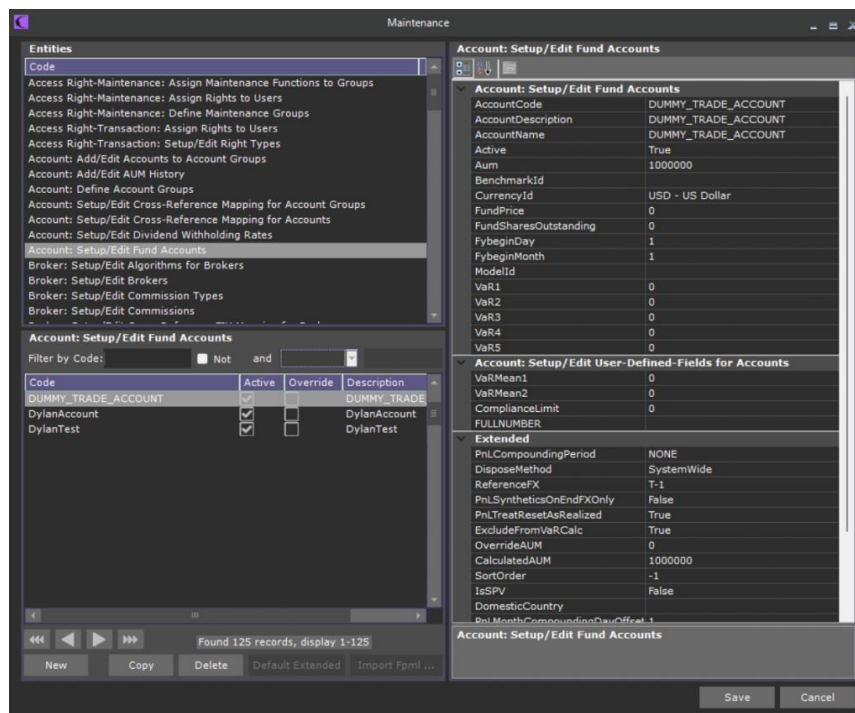
## How to create an account in Spark

### HOW TO CREATE AN ACCOUNT IN SPARK

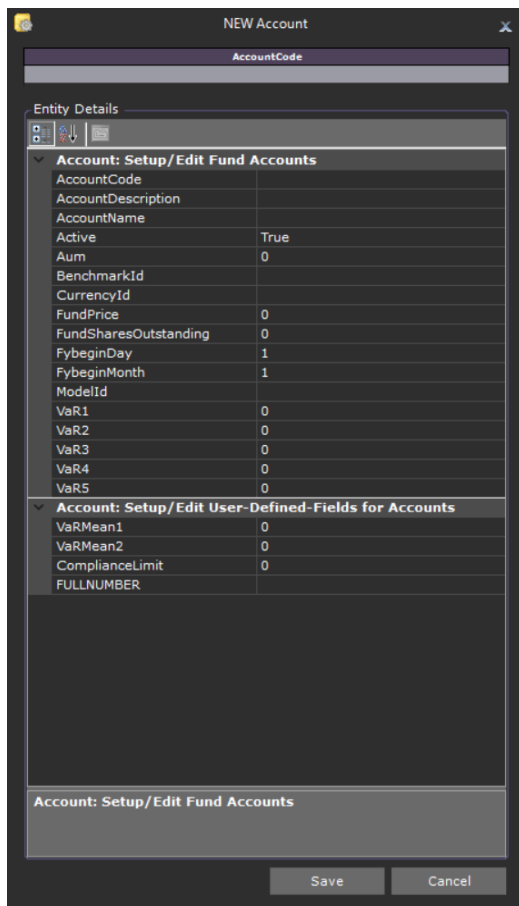
Open Maintenance clicking on OMS ribbon >> Maintenance section.



Click on the Account: Setup/Edit Fund Accounts entity.



To set up a new account click in the button New or Copy an existing one. A new window will appear. Fill in the information\* and click on Save.



Entity Details	
<b>Account: Setup/Edit Fund Accounts</b>	
AccountCode	
AccountDescription	
AccountName	
Active	True
Aum	0
BenchmarkId	
CurrencyId	
FundPrice	0
FundSharesOutstanding	0
FybeginDay	1
FybeginMonth	1
ModelId	
VaR1	0
VaR2	0
VaR3	0
VaR4	0
VaR5	0
<b>Account: Setup/Edit User-Defined-Fields for Accounts</b>	
VaRMean1	0
VaRMean2	0
ComplianceLimit	0
FULLNUMBER	

\*The mandatory fields you need to fill in withing the above dialogue are:

- Account code.
- Account description.
- Account name.
- Active - set to True.
- AUM: the Assets Under Management of the account.
- Set the CurrencyID of the account's AUM.
- FybeginDay - set to 1.
- FybeginMonth - each number equals to its month (1-January, 2-February, 3-March, 4-April...).

Non mandatory:

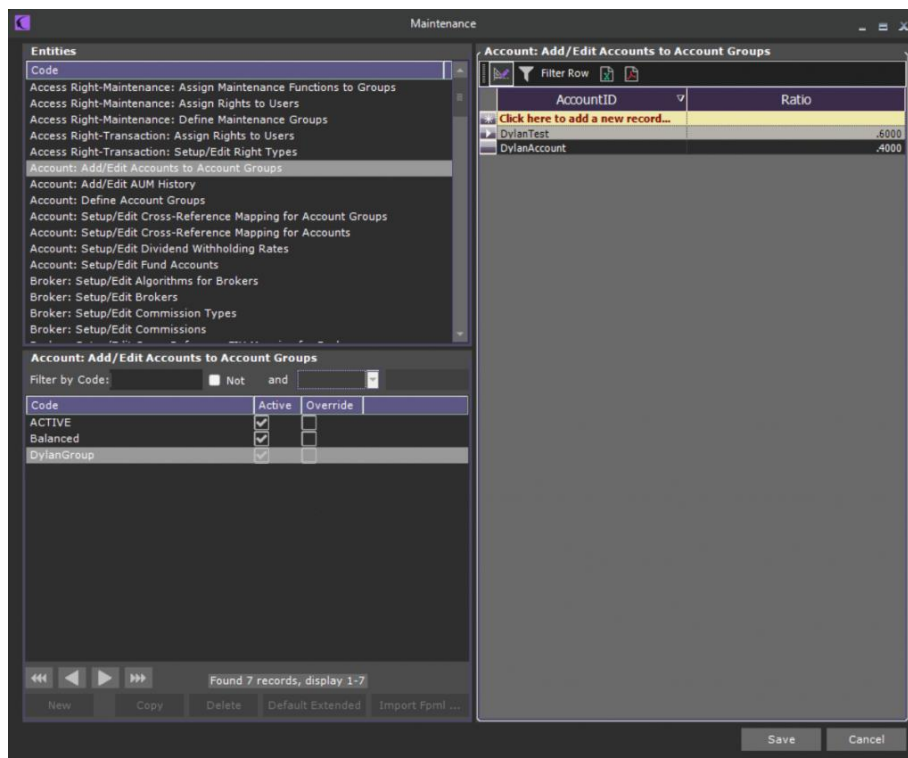
- **BenchmarkID.**
- **FundPrice.**
- **FundSharesOutstanding.**
- **ModelID** – if the account has a model portfolio.
- If the **VaR** is not calculated, add '0'.

The section *Account: Setup/Edit User-Defined-Fields for Accounts* are extra fields specific for each client.

## HOW TO SEE THE NEW ACCOUNT IN THE TICKET - ADD IT IN A GROUP

It is mandatory to add the created account to an existing group in order to see the new account in the ticket (ordergen).

In maintenance click on the '**Account: Add/Edit Accounts to Account Groups**' entity. Add your wished **Ratio**. If you do not know it, or in case of Multiple Accounts, you can set it to 0. Ratio should be 1 for one account only in the Group.



The screenshot shows the 'Maintenance' application interface. The main window is titled 'Account: Add/Edit Accounts to Account Groups'. It features a table with the following data:

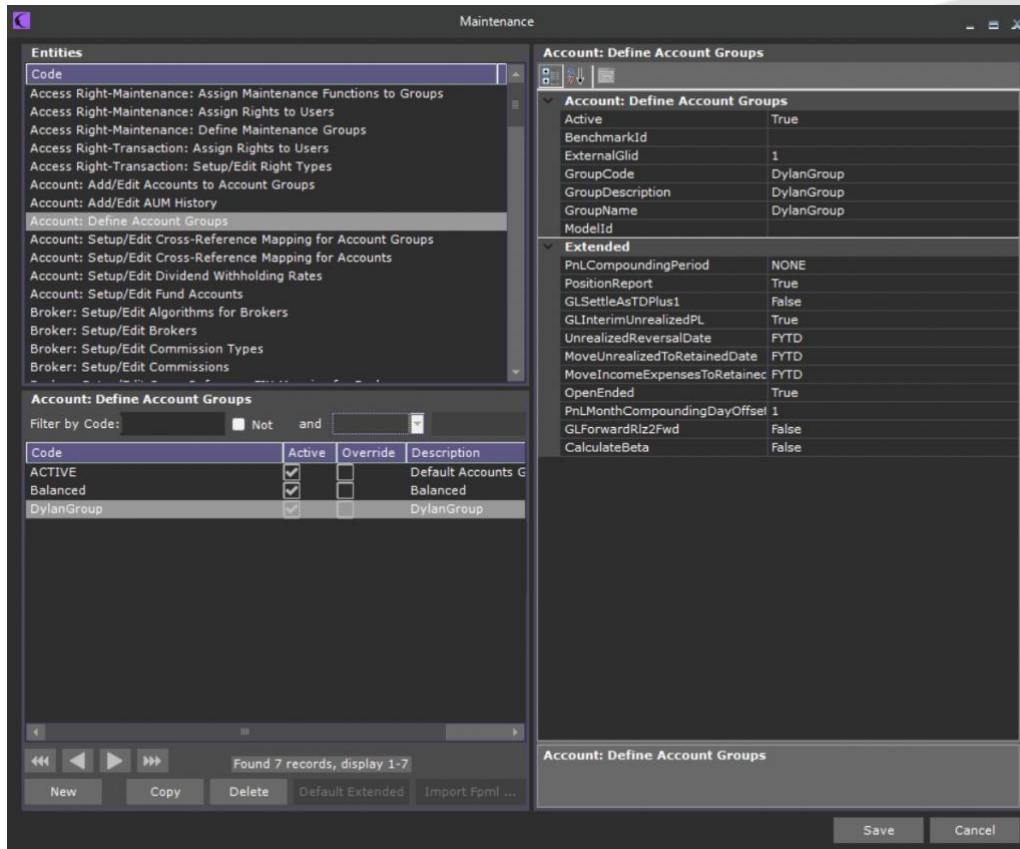
AccountID	Ratio
<a href="#">Click here to add a new record...</a>	
DylanTest	.6000
DylanAccount	.4000

Below the table, there are 'Save' and 'Cancel' buttons. On the left side, the 'Entities' pane shows a list of entities, with 'Account: Add/Edit Accounts to Account Groups' selected. Below this, there is a filter section and a table with the following data:

Code	Active	Override
ACTIVE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balanced	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DylanGroup	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom of the left pane, there are navigation buttons and a status bar indicating 'Found 7 records, display 1-7'.

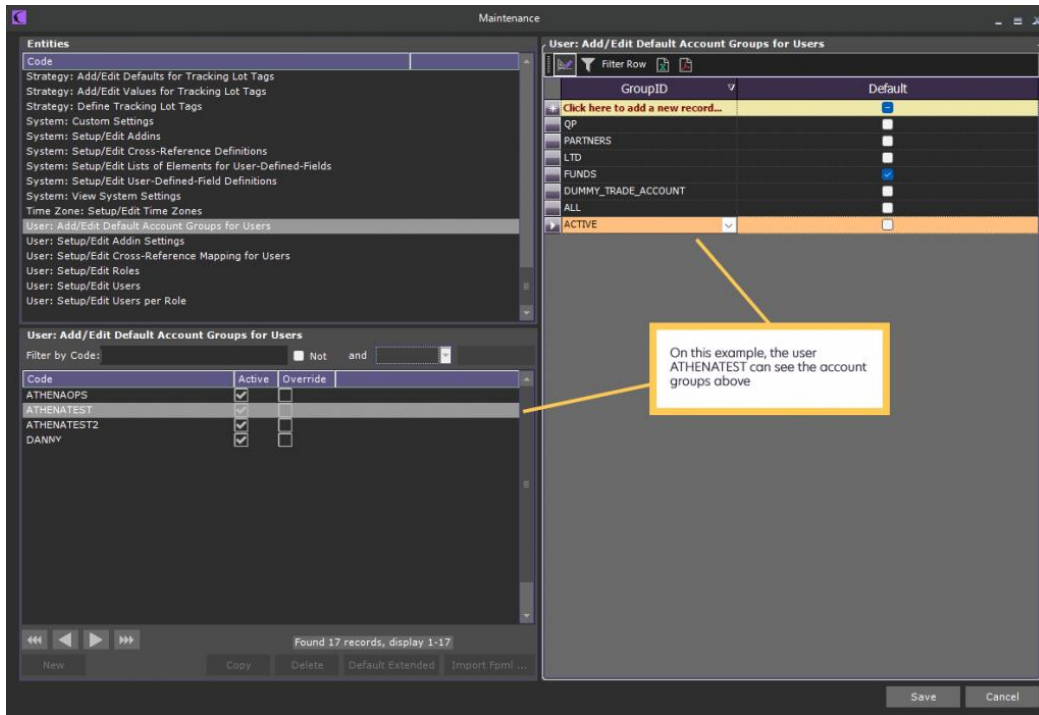
If, on the other hand, you want to **add your new account to a new group that does not exist at the moment**, you can create the group from **Account: Define Account Groups** entity:



## HOW TO CONFIGURE THE ACCOUNTS FOR A USER

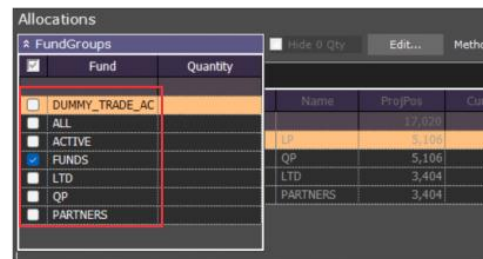
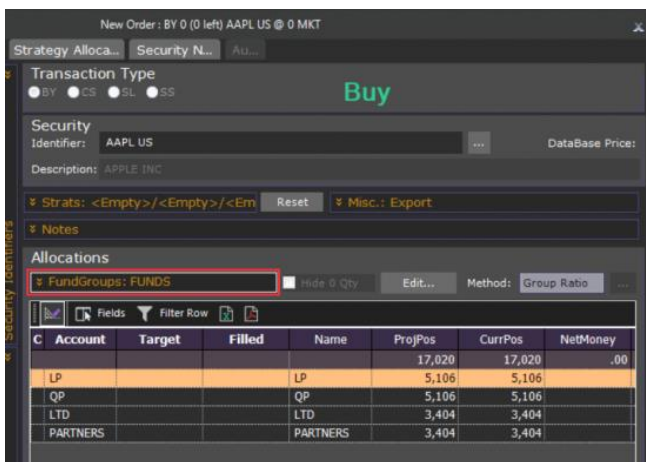
To set up the accounts that a user can see, it is necessary to **make the group visible to the user**.

In maintenance click on **User: Add/Edit Default Account Groups for Users** entity. In the bottom-left section, select the user. Once selected, you can add the accounts groups you wish this user to be able to see by clicking on "Click here to add a new record...". A drop-down menu will appear with all the available accounts groups.



User will be able to see those accounts from the groups listed on the right section. NOTE that you can only have one Default checked. **Save your changes** before closing Maintenance.

The group that has its Default checkbox marked will be the one that appears in the ticket by default, although you can change it to any other marking its box within the ticket.





## CONTACT US

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[Visit the Spark Help Portal](#)